



## DEPARTMENT OF THE ARMY

6<sup>th</sup> AREA SUPPORT GROUP  
UNIT 30401  
APO AE 09107-0401

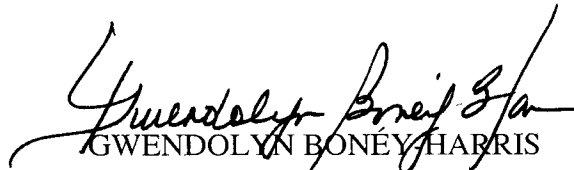
AESG-CS

08 JUN 2004

### MEMORANDUM FOR Quality of Life Facilities in the 6th ASG

SUBJECT: 6th ASG Command Policy Letter 5, Customer Service Facility Closure Policy

1. No customer service facility in the 6th Area Support Group's area of responsibility will be closed, or scope of service or hours of operation reduced unless authorized by the 6<sup>th</sup> ASG Commander.
2. All requests for changes will be submitted to the 6<sup>th</sup> ASG Commander seven weeks prior to the proposed effective date of change and after full coordination with tenant unit commanders. Full coordination means that our major tenant Commanders are consulted and allowed to comment on all closure actions. The facility leadership will inform the community no less than six weeks in advance of the change in service.
3. The authority for approving changes for service facilities is delegated to the Garmisch Area Support Team Director in his respective community.
4. Whenever a Quality of Life facility or activity does close or modify its operating hours for any reason, the facility is responsible for posting computer generated signs, at least one week in advance, stating the closure dates/change in hours, along with the reason why.
5. Point of contact for this policy is Chief of Staff at DSN 421-1310.

  
GWENDOLYN BONEY HARRIS  
COL, QM  
Commanding